

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: ELDER OUTREACH COORDINATOR
Department: Tribal Administration
Reports To: Tribal Administrator
FLSA Status: Exempt
Salary Range: \$36,121 - \$48,870
Level: 5

SUMMARY

Plans, promotes, organizes, and administers activities and outreach liaison services for elders of the Little Traverse Bay Bands of Odawa Indians by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Attend all meetings of the Elders. Utilize Elder Representatives to assist in the overall development of the Elder's program.
- Responsible for identifying appropriate referral sources or applying current services to meet the needs of Tribal Elders.
- Develop and conduct quality of life training sessions through outside sources such as; LTBB Health Clinic, LTBB Education Department, or Resources available that provide cultural or other activities requested by the Elders.
- Act as liaison between Elders and health field personnel to assist, plan for, and provide needed health and related services.
- Convey Elder Program and activities to the public and maintain cooperative planning and working relationship with the Tribal Government and allied public and voluntary agencies.
- Act in the capacity of Elder's Program recreation consultant and arrange recreational activities and travel for the Elder's Program.
- Maintain Program records and implement activities in accordance with accounting and reporting requirements as established by the Little Traverse Bay Bands of Odawa Indians or as required by various federal, state, and local programs.
- Research outside funding resources and grants for the Elder's Program and coordinate and assist in the grant application process.
- Provide monthly meeting forum with Elder's Advisory Board as recognized or appointed by the Tribal Council to report on the program's activities, plan for future activities and status of the program budget.

COMPETENCY:

To perform the job successfully, an individual should demonstrate the following competencies:

Prioritize and plan work activities; Use time efficiently; Set goals and objectivities; Develop realistic action plans; Complete work in timely manner; Follow through on commitments; Meet challenges with resourcefulness; Develop innovative approaches and ideas.

EDUCATION AND/OR EXPERIENCE:

Associate's degree (A.A.) in Management or related field; or three (3) years work related experience within a Tribal government work environment with supervisory responsibilities.

OTHER SKILLS AND ABILITIES:

Must have knowledge of computers, general word processing and spreadsheet principles, Must be able to maintain a high level of professionalism and client service at all times. Must possess clerical, typing, and above average organizational skills. Good verbal and writing skills are required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have valid driver's license, reliable transportation and be insurable.

OTHER QUALIFICATIONS:

Indian Preference will apply. Individual must be able to pass a criminal background investigation.